

CATHOLIC DIOCESE OF ALTOONA-JOHNSTOWN
POSITION DESCRIPTION

Position: Database Administrator

Summary: Responsible for the administration of the Diocesan database (Blackbaud Raiser's Edge), including configuring, processing and reporting of gifts and relevant information to support fund development, parish relations and capital campaigns.

Reports To: Director of Development

Duties and Responsibilities:

Primary function is to provide information systems support to the development office by maintaining biographic and demographic information on staff, volunteers, donors and prospects to ensure that records are complete, accurate and up-to-date.

Generate queries, labels for mail merges, creation of CSV files, etc., for targeted or broad-based mailings/projects as needed; and provide similar service on a case-by-case basis to other Diocesan personnel as approved by the Director.

Produce reports including recurring, routine reports and custom reports in response to new inquiries. Generate documents to facilitate the solicitation and acceptance of major gifts.

Coordinate prospect research activities – utilizing multiple sources including web-based resources and databases – related to regular giving and other capital or project campaigns.

Assist the Administrative Secretary and Data Entry Clerk as needed during peak periods or whenever they are absent for vacation, illness or other leave.

Other duties as required.

Qualifications:

- ◆ In addition to fundraising database administration experience, the successful candidate will have specialized training in data entry, data retrieval and records maintenance among other skills. Blackbaud Raiser's Edge software experience preferred.
- ◆ Organizational ability with careful attention to details and the ability to handle multiple tasks with competing deadlines are essential.
- ◆ Advanced familiarity of Microsoft Word and Excel essential; familiarity of Access and Crystal Reports welcome.
- ◆ Skills normally associated with a business school certificate or bachelor's degree.
- ◆ Outstanding people skills and commitment to a team work environment.
- ◆ Ability to maintain absolute confidentiality.
- ◆ A passionate commitment to the mission of the Church and membership in good standing at a Roman Catholic parish are preferred.

Working Conditions:

This is a full-time, non-exempt salaried position based upon a 40-hour work week.